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Acronyms

Acronym	Stands For
AAA	Analysis, Assessment, and Action
AAIP	Approved Aircraft Inspection Program
AC	Advisory Circular
ACCD	Aircraft Configuration Control Document
ADG	Office of Hazardous Materials Safety
AFS	Flight Standards Service
AIPO	Analysis and Information Program Office
AITT	Action Item Tracking Tool
AQP	Advanced Qualification Program
ASA	Aviation Safety Assistant
ASAP	Aviation Safety Action Program
ASI	Aviation Safety Inspector
ASI-AD	Aviation Safety Inspector–Aircraft Dispatcher
ASI-CS	Aviation Safety Inspector–Cabin Safety
AST	Aviation Safety Technician
ATS	Air Transportation Supervisor
AUG	SAS Automation User Guide
AVS	Aviation Safety
AW	Airworthiness (Avionics/Maintenance)
C DCT	Custom Data Collection Tool
CAP	Comprehensive Assessment Plan
CASS	Continuing Analysis and Surveillance System
CAST	Commercial Aviation Safety Team
CFLM	Certification Front Line Manager
CFR	Code of Federal Regulations
CH/A	Certificate Holder or Applicant
CHAT	Certificate Holder Assessment Tool

Acronym	Stands For
CHDO	Certificate-Holding District Office
CHEP	Certificate Holder Evaluation Process
CHOP	Certificate Holder Operating Profile
CIPO	Continual Improvement Program Office
CMO	Certificate Management Office
COS	Continued Operational Safety
CPD	Certification Process Document
CPM	Certification Project Manager
CPT	Certification Project Team
CSOP	Certification Service Oversight Process
CTL	Certification Team Leader
CTM	Certification Team Member
DA	Design Assessment
DCT	Data Collection Tool
DEPM	Data Evaluation Program Manager
DOR	Dynamic Observation Report
DQG	Data Quality Guidelines
DQR	Data Quality Reviewer
DR	Data Reviewer/Data Review
EASA	European Aviation Safety Agency
ED DCT	Element Design Data Collection Tool
EDA	Element Design Assessment
EFIS	Electronic Flight Information System
EMP	Essential Maintenance Provider
EP DCT	Element Performance Data Collection Tool
EPA	Element Performance Assessment
ETOPS	Extended Operations
eVID	Enhanced Vital Information Database

Acronym	Stands For
FAA	Federal Aviation Administration
FLM	Frontline Manager
FO	Field Office
FOIA	Freedom of Information Act
FOQA	Flight Operations Quality Assurance
FSDO	Flight Standards District Office
FSNFO	Flight Standards National Field Office
GEO ADD	Geographic Airport Data Display
HAA	Helicopter Air Ambulance
Hazmat	Hazardous Materials
HM FLM	Hazardous Materials Frontline Manager
HMDM	Hazardous Materials Division Manager
HMFO	Hazardous Materials Field Office
HMSP	Hazardous Materials Safety Program
HSI	Hazardous Materials Safety Inspector
IC	Initial Certification
ICAO	International Civil Aviation Organization
IEP	Internal Evaluation Program
ILT	Instructor-Led Training
IWP	Individual Work Plan
LOPA	List of Passenger Accommodations
MCPD	Major Change Process Document
MIP	Maintenance Implementation Procedures
MLF	Master List of Functions
NIIM	National Inspection and Investigations Manual
NSA	National Safety Analysis
OM	Office Manager
OpSpecs	Operations Specifications

Acronym	Stands For
OPSS	Operations Safety System
ORA	Operations Research Analyst
PA	Performance Assessment
PASI	Preapplication Statement of Interest Applicant (FAA Form 8400-6)
PHI	Principal Hazardous Materials Inspector
PI	Principal Inspector
POC	Point of Contact
PTRS	Program Tracking and Reporting Subsystem
RC	Regional Coordinator
RDL	Required Document List
RFSD	Regional Flight Standards Division
RI	Random Inspection
RM	Risk Management
RMP	Risk Management Process
RNA	Resources Not Available
RTR	Returns the Request
RWL	Resource Work List
SA	Safety Assurance
SAFE	SAS Assistance, Feedback, or Enhancement
SAS	Safety Assurance System
SASO	System Approach for Safety Oversight
SAT	System Analysis Team
SDR	Service Difficulty Report
SME	Subject Matter Expert
SMS	Safety Management System
SOE	Schedule of Events
SP DCT	System or Subsystem Performance Data Collection Tool
SPA	System or Subsystem Performance Assessment

Acronym	Stands For
SPAS	Safety Performance Analysis System
SRG	SAS Resource Guide
SRM	Safety Risk Management
SRR	Specific Regulatory Requirement
TC	Team Coordinator
TL	Team Leader
U.S.C.	United States Code
VDRP	Voluntary Disclosure Reporting Program
WBT	Web-based Training

Definitions

Term	Definition
Acceptable Risk	Level of risk that is allowed to persist after controls are applied. Risk is acceptable when further efforts to reduce it would degrade the probability of success of the operation.
Applicant	An individual, group, or organization seeking new operating authority.
Assessment (in relation to Performance Assessment (PA) or Design Assessment (DA))	An item that the principal inspector (PI)/certification project manager (CPM) schedules or plans on the Comprehensive Assessment Plan (CAP). An assessment is created to evaluate the certificate holder's or applicant's process and procedures. Assessments include System/Subsystem Performance Data Collection Tools (SP DCT), Element Performance Data Collection Tools (EP DCT), Element Design Data Collection Tools (ED DCT), Custom Data Collection Tools (C DCT), random inspections (RI) (Ramp), and En Route inspections.
Authority Attribute	A clearly identifiable, qualified, and knowledgeable person who has the authority to set up and change a process.
Avionics Special Emphasis Programs	Accepted or approved programs to the certificate holder/applicant's maintenance program requiring specific emphasis and procedures to ensure compliance with the associated regulations and guidance. These programs include: Cockpit Voice Recorders, Flight Data Recorders, Air Traffic Control (ATC) Transponder, Lower Landing Minimums, Reduced Vertical Separations Minimums, Aircraft Network Security Program, and Electrical Wiring Interconnection Systems.
Broadcasts	Announcements for a defined set of SAS External Portal users.
Certificate Holder Maintenance Provider	An individual whom the certificate holder has identified for the responsibility for the accomplishment of any of its maintenance, preventive maintenance, or alterations.
Certificate Holder Operating Profile (CHOP) (Also known as the operating profile)	The main purpose of the operating profile is to generate a specific set of DCTs used to conduct PAs and DAs. The operating profile is developed from configuration data taken from the enhanced Vital Information Database (eVID) and operations specifications (OpSpecs) as well as questions that must be answered by the PIs/CPMs. The operating profile represents a certificate holder/applicant's scope of operations. The output of the operating profile is scoped data collection questions.
Certificated Repair Station (CRS)	Part 145 repair station.

Term	Definition
Certification Project Manager (CPM)	Primary Federal Aviation Administration (FAA) spokesperson throughout the SAS initial certification process. The CPM is responsible for ensuring that all certification job functions are complete.
Certification Project Team (CPT)	Responsible for the oversight functions of an initial certification.
Comprehensive Assessment Plan (CAP)	The CAP is a tool used for planning, documenting, and tracking assessments. The PIs/CPMs use the CAP to schedule and adjust resource order and due dates of assessments, and to record the reasons for making those adjustments. The CAP is a 2-year plan.
Configuration Data	A set of unique characteristics or attributes that define the certificate holder's or applicant's scope of operation. For example, route structure, fleet type, fleet size, domestic vs. international operations, and Extended Operations (ETOPS) are types of configuration data.
Continued Operational Safety (COS)	Routine recurring PAs (routine surveillance through safety inspections). Also includes certificate management, the management of major changes in operation (i.e., system configuration change).
Contract Maintenance	Any maintenance, preventive maintenance, or alterations accomplished by a certificate holder maintenance provider.
Control Attribute	Checks and restraints designed into a process to ensure a desired result.
Data Collection Tools (DCT)	Tools designed to collect data to help the PI/CPM determine if a certificate holder or applicant follows procedures, controls, and process measures for each element. Includes: SP DCTs, EP DCTs, ED DCTs, C DCTs, and En Route and Ramp inspections.
Data Quality Guidelines (DQG)	Guidelines that help determine acceptable levels of data quality during the evaluation of inspection records.
Element	An element refers to the groupings per subsystem that characterize the components of that system.
Element Design Assessment (EDA)	The SAS function that measures a certificate holder/applicant's operating systems at the element level for compliance with the full intent of regulations and system safety, including the requirement to provide service at the highest level of safety in the public interest.
Element Performance Assessment (EPA)	The SAS function that measures a certificate holder/applicant's operating systems at the element level to confirm that the certificate holder is following its procedures and producing the intended result.
Essential Maintenance Provider (EMP)	An EMP is any person with whom a part 121 certificate holder has made arrangements for the accomplishment of any of its on-wing

Term	Definition
	maintenance or alterations designated as Required Inspection Items (RII). EMP inspections are scheduled every 3 years.
External Portal	The external portal is a secured, user-friendly, Web-based system that allows the PI/CPM and the certificate holder or applicant to exchange information and populate the SAS automation.
Frontline Manager (FLM)	FLMs provide first-level supervision to subordinate employees and manage the activities of one operating unit, project, or program area. FLMs report to middle or senior managers.
Hazard	A hazard is defined as a condition that could foreseeably cause or contribute to an aircraft accident as defined in Title 49 of the Code of Federal Regulations (49 CFR) part 830, § 830.2.
Hazardous Materials (Hazmat)	A substance or material that the Secretary of Transportation has determined is capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and has designated as hazardous under Title 49 of the United States Code (49 U.S.C.) § 5103. The term includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, materials designated as hazardous in the Hazardous Materials Table (see 49 CFR part 172, § 172.101), and materials that meet the defining criteria for hazard classes and divisions in 49 CFR part 173.
Identified Risk	A level of risk that is identified through various analysis techniques.
Interfaces Attribute	Interactions between processes that must be managed in order to ensure desired outcomes.
Maintenance Implementation Procedures (MIP)	The procedural document authorized by the Bilateral Aviation Safety Agreement (BASA) related to the performance of maintenance, alterations, and modifications on civil aeronautical products. This document defines the process for reciprocal acceptance of each authority's recommendations for certification, renewal, and acceptance of eligible repair stations and maintenance organizations.
Maintenance Special Emphasis Programs	Accepted or approved programs applicable to the certificate holder/applicant's maintenance program requiring specific emphasis and procedures to ensure compliance with the associated regulations and guidance. These programs include: Aging Airplane Inspections, Repair Assessment for Pressurized Fuselages, Damage Tolerance Assessment of Repairs to Pressurized Fuselages, Fatigue Critical Structure (FCS) Inspections, Electrical Wiring Interconnection Systems (EWIS), Fuel Tank System Maintenance Program, Limit of Validity, and Flammability Reduction Means.

Term	Definition
Master List of Functions (MLF)	A list of functions that a part 121, 135, or 145 certificate holder or applicant could perform.
Messages	Direct communications between the FAA and the SAS External Portal user.
Mitigate	An action needed to reduce the level of risk.
Monitor	An action plan to keep under systematic review. Observe and check the certificate holder/applicant's progress or quality over a period of time.
New Hazard	A new hazard is defined as one that is not controlled by current regulations or did not previously exist, such as something that has arisen from new technologies or operational procedures, or other changes to the certificate holder's system.
Notifications	Important updates about the certificate or application.
Operating Profile	A list of functions a Certificate Holder or Applicant performs. This includes a list of all DCTs that are applicable to the Certificate Holder or Applicant.
Operational Risk	A risk indicator that has the potential to affect the operations of the certificate holder.
Operations Specifications (OpSpecs)	Legal and binding contract between a certificate holder and the FAA that documents specifically how the certificate holder operation is conducted.
Organizational Risk	A risk indicator that has the potential to affect the organizational and environmental factors of the certificate holder.
Outsourcing	The practice of contracting internal certificate holder programs, processes, and traditional certificate holder functions to external independent vendors, suppliers, and contractors, such as maintenance, training, and ground handling. Oversight for the quality of the overall process remains with the certificate holder.
Peer Group A	All part 121 certificate holders.
Peer Group B	Part 135—10 or more seats.
Peer Group C	Part 135—9 or less seats.
Peer Group D	Part 135—9 or less single-pilot only.
Peer Group E	Part 135 Helicopter Air Ambulance (HAA).
Peer Group F	Part 145 located within the United States.

Term	Definition
Peer Group G	Part 145 located outside of the United States without Aviation Safety Agreement.
Peer Group H	Part 145 located outside of the United States with Aviation Safety Agreement.
Performance History	The results of the certificate holder's operations over time.
Performance Measure	A description of the desired outcome of a certificate holder element process. It is used to determine whether the desired results of that process were achieved.
Preapplication Statement of Intent (PASI)	The completed PASI is a document used in initial certification that denotes intent by the applicant to initiate the certification process and which allows the FAA to plan activities and prepare to commit resources.
Principal Inspector (PI)	The PI is the primary FAA spokesperson and decision maker for their specialty in all applications of SAS.
Procedures Attribute	Written or unwritten methods, regulatory or nonregulatory, a certificate holder/applicant uses to accomplish a particular process.
Process	Policies and procedures designed to produce a desired result or end product for a certificate holder.
Process Measures Attribute	Used to validate a process and identify problems or potential problems in order to correct them.
Provisioning POC	Designated by the Office Manager, the Provisioning POC provisions an external user's ID to grant access to the FAA domain for applications such as SAS, WebOPSS, and SharePoint.
Responsibility Attribute	A clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of a process.
Risk	The combination of predicted severity and the likelihood of the potential effect of a hazard.
Risk Analysis	The injury and damage potential of events related to hazards regarding the likelihood of occurrence and severity of resulting consequences.
Risk Assessment	The process by which the results of risk analysis are used to make decisions.
Risk Control	To reduce or eliminate the effects of hazards.
Risk Factors	Risk factors identify what must be controlled in order to reduce the level of risk.

Term	Definition
Risk Indicator	Conditions that may create hazards in the certificate holder's systems.
Risk Management (RM)	The process composed of describing the system, identifying the hazards, and analyzing, assessing, and controlling risk.
Safety	The state in which the risk of harm to persons or property damage is reduced to, and maintained at or below, an acceptable level through a continuing process of hazard identification and RM. The quality of a system that allows the system to function under predetermined conditions with an acceptable level of risk.
Safety Assurance	Processes within a Safety Management System (SMS) that function systematically to ensure the performance and effectiveness of safety risk controls and that the organization meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
Safety Assurance System (SAS)	SAS is the Flight Standards Service (AFS) oversight of parts 121, 135, and 145 certificate holders and applicants.
Safety Attributes	The qualities of a system (e.g., authority, responsibility, procedures, controls, process measures, and interfaces) that should be present in a well-designed certificate holder system and process.
Safety Management System (SMS)	The formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of safety risk controls. It includes systemic procedures, practices, and policies for management of safety risk.
Safety Performance Objectives	Measurable goals or desirable outcomes related to safety that the organization wants to achieve through the design of their processes.
SAS Office POC	Designated by the Office Manager, the SAS Office POC dispositions the external user's registration request, which approves or denies access to SAS automation.
Scalability	Scalability allows us to tailor and scope the operating profile to each certificate holder's unique operation. This is accomplished through the use of peer groups and configuration data which results in scoped DCTs.
Scoped DCT	A DCT created using a process that filters available questions to include only those that apply to a specific certificate holder/applicant.
Scope of Operation	Description of a certificate holder/applicant's authorized activities in air commerce.
Subsystem	The groupings per system that characterize the major operations within that system.

Term	Definition
System	A group of interrelated processes which are a combination of people, procedures, materials, tools, equipment, facilities, and software operating in a specific environment to perform a specific task or achieve a specific purpose, support, or mission. For the purposes of SAS, the six systems are defined as the following: 1.0 Organizational Management, 2.0 Flight Operations, 3.0 Operational Control, 4.0 Technical Operations, 5.0 Onboard Operations, and 6.0 Ground and Station Operations.
System Approach	The structured, safety-driven means by which the FAA certifies and conducts oversight activities on elements that are designed to interact predictably within the certificate holder's systems and subsystems.
Systemic	Design/performance issues affecting one or more systems in a similar manner and magnitude. Also known as constant error.
System Safety	The application of special technical and managerial skills to identify, analyze, assess, and control hazards and risks associated with a complete system. System safety is applied throughout a system's entire life cycle to achieve an acceptable level of risk within the constraints of operational effectiveness, time, and cost.
System Stability	A state of constant balance of safety resulting from a certificate holder's ability to effectively manage aspects of their organization and environment (those they control directly and those over which they have no direct control).
Tailoring	Tailoring applies to the DAs and PAs to determine which DCTs are used for a particular assessment.
Technical Operations	Those functions associated with aircraft maintenance including: Training and Qualification, Maintenance Planning and Monitoring, Maintenance Operations, Technical Administration, Maintenance Facilities/Providers, Maintenance Special Requirements, and Maintenance Tools and Parts Control.
Unacceptable Risk	Risk that cannot be tolerated by the managing activity. It is a subset of identified risk that must be eliminated or controlled.